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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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**The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.Careers.ky.gov](http://www.Careers.ky.gov)**

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**May 8, 2015**

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**ACCOUNTANT IV—(Shelby County—KY Correctional Institution for Women)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

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**ADMINISTRATIVE SPECIALIST I – (Oldham County – KY State Reformatory) Grade 9 – (\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Administrative, business, research or clerical experience will substitute for the required education on a year-for-year basis.

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**CLASSIFICATION & TREATMENT OFFICER I—(Fayette County —Blackburn Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

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**CORRECTIONAL LIEUTENANT- (Morgan County – Eastern KY Correctional Complex) Grade 11—(\$2354.04 - \$3118.28) MIN REQUIREMENTS:** High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

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**CORRECTIONAL SERGEANT— SIX Positions- (Shelby County —KY Correctional Institution for Women) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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**CORRECTIONS UNIT ADMINISTRATOR II—(Shelby County —KY Correctional Institutional for Women)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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(continued)**

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May 8, 2015

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**ELECTRICIAN LICENSED COORDINATOR-(Oldham County- KY State Reformatory)**

Grade 11- \$2206.92 - \$2923.38 **MINIMUM REQUIREMENTS:** : Must have one year of experience as an electrician assistant or a licensed electrician in addition to the experience required for licensure. Must be licensed as a Master Electrician or as an Electrician by the Kentucky Department of Housing, Buildings and Construction.

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Muhlenberg County —Green River Correctional Complex)** Grade 10—(\$2006.08-\$2657.70) **MIN.**

**REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Oldham County — KY State Reformatory)** Grade 10—(\$2006.08-\$2657.70) **MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Shelby County — KY Correctional Institution for Women)** Grade 10—(\$2006.08-\$2657.70) **MIN.**

**REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**OFFENDER INFORMATION SPECIALIST I— (Shelby County — KY Correctional Institution for Women)** Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS:**

Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

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**OFFENDER INFORMATION SUPERVISOR—(Oldham County —Roederer Correctional Complex)** Grade 13—(\$2670.20-\$3554.70) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in management, administration, legal, paralegal, or offender records. Administrative, management, legal, paralegal or offender records experience will substitute for the education on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Oldham County —Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PLUMBER LICENSED—(Oldham County—Kentucky State Reformatory)—Grade 10— (\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** Must be licensed as a journeyman plumber by the Department of Housing, Buildings and Construction.

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(continued)**

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**SOCIAL SERVICE CLINICIAN I—(Oldham County —KY State Reformatory) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS:** A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9—(\$1,823.90 - \$2,416.22)**

**MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**